Handout #1:

7 Tips for Effective Speaking

*The following list is not exhaustive; feel free to add more speaking tips to the list.*

1. Begin by thinking. Think through what you intend to say prior to speaking.
2. If giving a presentation, take a few breaths, visualize yourself succeeding, and focus on your audience.
3. Be aware of the role body language plays in effective speaking.   
   1. Examples of body language that support your spoken message include
      1. an open body stance
      2. sitting on the edge of your chair/standing up straight
      3. focusing your eyes on the person(s) to whom you are speaking.
   2. Examples of body language that detract from your spoken message include
      1. pointing your index finger
      2. wringing your hands
      3. crossing your arms across your chest
      4. failing to make eye contact
      5. slouching.
4. Be aware of the pace of your speech. Pause to allow others to speak.
5. Speak clearly and loudly. If giving a presentation, ask someone at the back of the room if they can hear you and understand what you are saying.
6. When engaged in a professional discussion or while giving a presentation, use professional language rather than casual language or slang.
7. Whether having a face-to-face conversation or presenting/speaking to a group, silence and put away all electronic devices. Ask your audience to do the same!